federal register

TUESDAY, MAY 18, 1976

PART V:

COMMUNITY SERVICES ADMINISTRATION

■

COMMUNITY ACTION PROGRAMS

Summer Youth Recreation Programs

Title 45—Public Welfare

CHAPTER X—COMMUNITY SERVICES ADMINISTRATION

PART 1061—CHARACTER AND SCOPE OF SPECIFIC COMMUNITY ACTION PROGRAMS

Subpart—Summer Youth Recreation Programs

The Director of the Community Services Administration hereby revises the rules, regulations and grant application procedures set forth below relative to the Summer Youth Recreation Program authorized under Section 222(a) (13) of the Community Services Act of 1974. Interested persons are invited to submit comments on these revisions to James R. King, Chief, Manpower Team, Office of Operations, Community Services Administration, 1200 19th Street, NW., Washington, D.C. 20506. Inasmuch as this program is designed to begin as soon as possible after spring closing of schools and of the deadline for submission of applications is May 31, 1976, comments should be received by June 4, 1976 in order to be considered with regard to further revision of this subpart. In the interim, this subpart will serve as the basis for initiating the grant application process.

Effective date: June 4, 1976.

1. In 45 CFR Chapter X, Part 1061, the table of contents for §§ 1061.20–1 through 1061.20–11 is revised to read as follows:

Subpart—Summer Youth Recreation Programs

Sec.
1061.20–1 Applicability.
1061.20–2 Definitions.
1061.20–3 Purpose.
1061.20–4 Summer Youth Recreation Program—description and components.
1061.20–5 Eligible sponsors/alternates.
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1061.20–7 Funding.
1061.20–8 Application process.
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APPENDIX C—Instructions for Preparation of Summer Youth Recreation Documents
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APPENDIX F—Summer Youth Recreation Program Prime Sponsors

REFERENCES:

(a) OEO Instruction 6801–1—Grantee Fiscal Responsibility and Auditing.

(b) CSA Manual 2410–I—Accounting System Survey and Audit Guide for CSA Grants.

(c) OEO Instruction 6807–2—Grantee Quarterly Financial Reports.

(d) OEO Instruction 6807–2, Ch. 1—Grantee Quarterly Financial Reports.

(e) OEO Instruction 7001–01a—Grantee Property Administration.

(f) OEO Instruction 6809–1—Bond Coverage of Officials.

(g) OEO Instruction 7031–1—Grantee Program Progress Review.

(h) CSA Instruction 7850–1a—Standards for Evaluating the Effectiveness of CSA-Administered Programs and Projects.

SAMUEL R. MARTINEZ,
Director.

2. In 45 CFR Chapter X, Part 1061.20–1 through 1061.20–11 is revised to read as follows:

Subpart—Summer Youth Recreation Programs

AUTHORITY: Sec. 602, 78 Stat. 530; 42 U.S.C. 2942.

§ 1061.20–1 Applicability.

This subpart applies to grantees funded under section 222(a) (13) of the Community Services Act of 1974 if the assistance is administered by the Community Services Administration.

§ 1061.20–2 Definitions.

(a) "Act" shall mean the "Headstart, Economic Opportunity, and Community Partnership Act of 1974" (Pub. L. 93–644).

(b) "Allocation" shall mean the distribution of funds among prime sponsors designated by the Secretary of Labor under section 102 of the CETA Act according to the formulas contained in the Act.

(c) "Certification" shall mean a legally binding statement that certain requirements have been fulfilled.

(d) "CETA Act" shall mean the Comprehensive Employment and Training Act of 1973 (Pub. L. 93–203).

(e) "Chief Elected Official" and "Chief Executive Officer" shall include their designees.

(f) "Community Action Agency" shall mean a political jurisdiction, public agency, or private non-profit agency which has the power and authority and will perform the functions set forth in section 212 of the Act and is determined to be capable of planning, conducting, administering and evaluating a community action program and is currently designated as a community action program by the Director.

(g) "CSA Regional Director" shall mean the ten Regional Directors of the Community Services Administration in specified geographical areas of the country.

(h) "Director" shall mean the Director of the Community Services Administration.

(i) "Economically Disadvantaged" shall mean a person who is a member of a family as defined under CETA income poverty guidelines.

(j) "Summer Youth Program" shall mean the Summer Program for Economically Disadvantaged Youth funded under Title III, section 304(a) (3) of the Comprehensive Employment and Training Act of 1973 and administered by the U.S. Department of Labor.

§ 1061.20–3 Purpose.

This subpart sets forth the policies, rules and regulations of the Community Services Administration (CSA) in implementing and administering Summer Youth Recreation Programs authorized under section 222(a) (13) of the Community Services Act of 1974.

§ 1061.20–4 Summer Youth Recreation Program—description and components.

(a) *Description.* (1) The Summer Youth Recreation Program is designed to provide recreational opportunities for economically disadvantaged children during the summer months. The programs will be conducted in conjunction with the Summer Youth Program administered by the U.S. Department of Labor, Summer Youth enrollees should be utilized to the maximum extent possible in the conduct of this program.

(2) The programs shall begin as soon as possible after the Spring closing of school and shall not continue beyond September 30, 1976.

(3) To the maximum extent possible, Summer Youth Recreation Program sites shall be located directly in low-income communities or areas to ensure that disadvantaged youth are the beneficiaries of the programs. Activities shall be conducted in as many low-income areas of the sponsor's jurisdiction and designed to serve as many low-income children as possible within the constraints of effective program management and support.

(b) *Components.* (1) Summer Youth Recreation Programs will consist of the following components:

(i) Recreation support programs will provide recreation opportunities such as playground activities, organized sports and games, arts and crafts, informational tours, cultural field trips, instruction in the creative arts and special events.

(ii) Transportation support programs will provide transportation services to such cultural, recreational, educational, or employment activities.

§ 1061.20–5 Eligible sponsors/alternates.

(a) *Eligible Agencies.* Agencies eligible to receive summer recreation funds shall be prime sponsors under Title I of the CETA Act. (See Appendix F.)

(b) *Alternative Sponsors.* The CSA Regional Director may make provision for the funding of an alternative sponsor if a sponsor, for any reason, is unable or fails to establish or maintain an acceptable Summer Youth Recreation Program.

(c) *Delegate Agencies/Subgrants.* A Summer Youth Recreation sponsor may enter into contracts or subgrants under the provision set forth in OEO Form 280, Agreement for Delegation of Activities.

§ 1061.20–6 Eligible participation.

Participants in a Summer Youth Recreation Program shall be youth too young to obtain employment and be economically disadvantaged. The main target group for the Summer Youth Recreation Program shall be disadvantaged youth between the ages of eight and thirteen.

§ 1061.20–7 Funding.

(a) *Allocation of Funds.* Section 222 (a) (13) of the Community Services Act of 1974 provides for the allocation of funds for the Summer Youth Recreation

Program by the Director after consultation with the Secretary of Labor. Funds are allocated on the basis of (1) the relative number of public assistance recipients in the areas served by such prime sponsor or agency, as compared to the Nation; (2) the relative number of unemployed persons in such area as compared with the Nation; and (3) the relative number of related children living with families with incomes below the poverty line in such area, as compared to the Nation. That part of any allotment which the Director determines will not be needed may be reallotted at such dates during the fiscal year as the Director may fix, to the extent feasible in proportion to the original allotments. In making Summer Youth Recreation allocations under the Act, the Director shall insure, to the maximum extent possible, that for the program commencing in the fiscal year ending June 30, 1975, and for the program in each succeeding fiscal year no sponsor shall receive an amount less than the amount received for such programs during the fiscal year ending June 30, 1973, or the fiscal year ending June 30, 1974, whichever is higher.

(b) *Non-Federal Share; Waiver of.* Non-Federal share required by section 225(c) is waived for all programs funded under section 222(a)(13), Summer Youth Recreation Programs and does not require a request for waiver from applicants for grants.

§ 1061.20–8 Application process.

(a) *Role of the CAA.* The Community Action Agency or Agencies operating within the jurisdiction of the Summer Youth Recreation Program sponsor shall be given an opportunity to formally comment on the Summer Youth Recreation Program grant application and to recommend approval or disapproval to the CSA Regional Director. Community Action Agencies shall be provided with a copy of the Summer Youth Recreation Program grant application at the same time that the proposal is submitted to the CSA Regional Director. The CAAs will have five days within which to recommend approval or disapproval to the CSA Regional Director. The Community Services Administration retains final approval authority.

(b) *Forms/Documentation Required.* The forms and other documents to be used in applying for Summer Youth Recreation Programs will be made available to eligible sponsors by the CSA Regional Directors. The forms to be used in applying for a Summer Youth Recreation Program are as follows:

(1) OEO Form 301, Summary of Grant Application.

(2) OEO Form 325, Budget Summary.

(3) OEO Form 325A, Budget Support.

(4) OEO Form 394, Checkpoint Procedure for Coordination.

(5) CAP Form 84, Participant Characteristics Plan.

(6) Statement of Accounting System Certification, Appendix A to this Instruction (for use by public agencies).

(7) OEO Form 280, Agreement for Delegation of Activities.

(8) Program Narrative Description (See Appendix B).

NOTE: Detailed instructions for the preparation of the above documents can be found in Appendix C.

(c) *Deadline for Submission of Applications.* Summer Youth Recreation grant applications shall be submitted to CSA Regional Offices no later than May 31, 1976.

(d) *Checkpoint Coordination.* A procedural variance in the procedures normally followed in the Project Notification and Review System (A–95) will be in effect. Applicants should simultaneously forward a copy of their applications to the appropriate CSA Regional Office and the appropriate clearinghouse. Applicants should indicate in their clearinghouse submissions that any comments should be forwarded directly to the appropriate CSA Regional Office as soon as possible and no later than June 7, 1976.

§ 1061.20–9 Expenditure of funds.

(a) *Allowable Costs.* (1) Administration, including salaries, wages and fringe benefits of program administrators (but not program staff); consumable office supplies; rent and utilities; telephone and postage; travel of program administrators and audit costs. Funds in this category are subject to the administrative cost limitations as defined in OEO Instruction 6807–2, Grantee Quarterly Financial Reports.

(2) Recreation services including but not limited to: Purchase of recreation equipment[1] and supplies up to $200 per unit cost to be used in support of the program; rental of recreational equipment and supplies to be used in support of the program; admission to special events; field trip expenses; salaries; wages, fringe benefits and orientation of program staff, such as art instructors and playground supervisors; transportation for participants and program staff; lunches or food provided as an integral part of a recreation activity; recreation clothing and insurance. The standards to be used for the procurement of supplies, equipment and other material and services with Federal grant funds are described in OEO Instruction 7001–01a, Grantee Property Administration.

(3) Charges above operating costs for the use of grantee owned facilities will not be made to the SYRP program except with the written authorization of the appropriate CSA Regional Director.

(4) Transportation services, including but not limited to: bus tokens, and rental of charter buses, taxis, cars and vans.

(b) *Non-Allowable Costs.* (1) Summer Youth Recreation Program funds shall not be expended on office equipment, in-place installations, capital improvements, to compensate participants in the program or to purchase transportation vehicles or equipment such as cars, vans, or buses.

[1] Disposition of property will be in accordance with the policy stated in CSA Instruction 7001–01a.

(2) Summer Youth Recreation funds shall not be used to finance any other program activities and services not authorized under the Summer Youth Recreation Program such as, but not limited to, work experience, on-the-job training or public service employment activities.

(3) Summer Youth Recreation Program funds shall not be used to finance trips outside a 100-mile radius of the sponsor's jurisdiction unless the trip has received the specific written approval of the CSA Regional Director or his designee.

§ 1061.20–10 Coordination with other programs.

(a) The Summer Youth Recreation Programs will be closely coordinated with the anti-poverty programs of the Community Action Agency serving the jurisdiction covered by the Summer Youth Recreation Program with a view of minimizing possible duplication of effort and providing efficiencies in the use of common facilities and services.

(b) Sponsors should coordinate Summer Youth Recreation Programs with manpower and social service programs, including the Summer Youth Employment Program and other CETA manpower activities.

(c) The extensive outreach and intake capability of the Community Action Agencies should be utilized to the maximum extent possible. The CAA network of Neighborhood Service Centers in disadvantaged communities provide a ready means of assuring that the disadvantaged are effectively served by the program. In addition, transportation services may be provided as services for participants in the Summer Youth Program and thus supplement transportation support activities carried out under the Summer Youth Recreation Program.

(d) Sponsors may utilize the Summer Feeding Program for low-income children which provides meals (and recreational activities as well in most instances) in schools, community centers, parks, playgrounds, storefronts and other settings. (See Appendix E for listing of State School Lunch Directors who can assist sponsors in applying for the program.)

(e) Participants in the Summer Youth Program and other manpower programs, including public service jobs incumbents under the CETA Act, should be utilized as program and administrative staff in the Summer Youth Recreation Program to the maximum extent feasible by using the Summer Youth Recreation Program sites as work stations.

§ 1061.20–11 General requirements.

(a) *Maintenance of Effort.* No sponsor shall, because of funds granted under section 222(a)(13) of the Act, reduce or decrease funds already planned for Summer Youth Recreation activities of a nature similar to those provided under the aforementioned section.

(b) *Insurance.* General liability insurance, including automobile liability insurance must be obtained, in amounts which assure the adequate protection of

program participants and the grantee. The required minimum liability coverage shall be $300,000 per accident and per person and the minimum property damage coverage shall be $25,000. In the case of those organizations which could raise the defense of sovereign immunity, the insurance policy shall provide that this defense will not be raised by the organization of the insurer.

(c) *Bonding.* Prior to the release of funds to any grantee, public or private, CSA must receive written assurance that arrangements have been made for appropriate bonding of grantee officials. (See Appendix D for CSA's policy statement on Bond Coverage of Officials.)

(d) *Program Progress Report and Evaluation.* Sponsors shall submit a program progress report as outlined in CSA Instruction 7031-1 on the results of the Summer Youth Recreation Program to the appropriate CSA Regional Office no later than October 20, 1976. All grantees are also required to undertake self-evaluations. In addition, CSA may undertake on-site evaluations of selected projects.

(e) *Financial Reporting.* A financial report is to be submitted by October 20, 1976, to the appropriate CSA Regional Office in accordance with the requirements and procedures set forth in OEO Instruction 6801-1, Grantee Fiscal Responsibility and Auditing and OEO Instruction 6807-2, Ch. 1, Grantee Quarterly Financial Reports.

(f) *Auditing.* Audit requirements for this program are to be met by complying with OEO Instruction 6801-1 and Appendix A of this instruction for public agencies and any special conditions that are a part of the grant award.

(g) *Safety and Health Conditions.* Participants shall not be exposed to conditions which are unsanitary or hazardous or dangerous to their safety of health.

(h) *Licensing.* All transportation services under this program will be from sources properly licensed and insured to provide carriage of the public, and which are operated in compliance with all applicable local, State and/or Federal statutes covering public transportation.

APPENDIX A

STATEMENT TO BE SUBMITTED BY APPROPRIATE PUBLIC FINANCIAL OFFICER WHEN THE APPLICANT IS A PUBLIC AGENCY OR WHEN THE ACCOUNTING SYSTEMS OF A PRIVATE-NONPROFIT AGENCY WILL BE MAINTAINED BY A PUBLIC AGENCY

(Address of Regional or Program Office of CSA, as appropriate)

DEAR SIRS: I am the chief financial officer of (name of public body) and, in this capacity, I will be responsible for providing financial services adequate to insure the establishment and maintenance of an accounting system for the (name of applicant), which is a public (or non-profit) agency charged with carrying out a CSA program in (name of community). The accounting system will have internal controls adequate to safeguard the assets of such agency(ies), check the accuracy and reliability of accounting data, promote operating efficiency, and encourage compliance with prescribed management policies of the agency(ies).

Signature of financial officer

Name of financial officer

Title

Name of public body

STATEMENT TO BE SUBMITTED WHEN APPLICANT IS A PRIVATE-NONPROFIT AGENCY (OR A PUBLIC AGENCY) WHOSE ACCOUNTING SYSTEM WILL NOT BE MAINTAINED BY A PUBLIC AGENCY

(Address of Regional or Program Office of CSA, as appropriate)

DEAR SIRS: I am a certified or duly licensed public accountant and have been engaged to examine and report on the financial accounts of the (name of applicant), which is a private-nonprofit organization (or public agency) carrying out a CSA program in (name of community).

I have reviewed the accounting system that this agency has established and, in my opinion, it includes internal controls adequate to safeguard the assets of the agency, check the accuracy and reliability of accounting data, promote operating efficiency, and encourage compliance with prescribed management policies of the agency.

Signature of accountant

Name of accountant

Name of firm

APPENDIX B.—NARRATIVE DESCRIPTION OF PROGRAM

The above narrative description will be prepared as shown below. Applicants should present a clear and concise description of each item addressed in the narrative using charts, graphs, maps, etc.

NARRATIVE DESCRIPTION OF PROGRAM

A. Prepare a statement regarding the purpose of the Summer Youth Recreation Program. This statement should focus on the recreational needs of the economically-disadvantaged youth residing in the area covered by this project.

B. Describe the types of recreational activities and services that will be provided the youth served by the program. Include an estimate of the costs for each activity or service in the program. Specify any field trips, sports, events, cultural, recreational or educational trips outside the jurisdiction(s) covered by the applicant agency.

C. Provide a list of the recreational equipment and supplies that will be purchased for the program, particularly any equipment costing over $200.00.

D. Describe the community or geographic area(s) that will be served by the recreational opportunities of the program.

E. Prepare an estimate of the number of recreational opportunities to be offered in the program. Include an estimate of the number of opportunities that each type of activity or service described in B above will provide.

F. Prepare a statement describing the results and benefits to be derived from the recreation program in terms of both the community and participants served, in relation to the recreational needs of the community.

G. Describe how the program will be coordinated and linked with other manpower and social service programs. For example, utilizing administrative staff of Summer Youth Program to administer the recreation program. Using the local CAAs assistance in outreach, intake capability and other support services. In addition, transportation services may be provided through the Summer Youth Program and thus supplement transportation support activities carried out under this program.

H. Describe the method in which participants will be recruited, selected and eligibility is determined (to ensure that those most in need are served by the program).

The sponsors application for funding must be consistent with the requirements as outlined in CSA Instruction 7850-1a, Standards for Evaluating the Effectiveness of CSA-Administered Programs and Projects.

Applicants are encouraged to discuss the narrative requirements as well as any other application requirements with CSA Regional Office representatives to ensure that the application is as complete and accurate as possible before it is submitted for approval.

APPENDIX C—INSTRUCTIONS FOR PREPARATION OF SUMMER YOUTH RECREATION DOCUMENTS

Eligible applicants should submit the original and two copies of all required forms and documents to the appropriate CSA Regional Director by May 1976. One copy of the grant application shall be submitted to the CAA/s serving the jurisdictions covered by the Summer Youth Recreation program at the same time as the application is submitted to the Regional Office. The following instructions are provided to assist applicants in completing grant application forms:

SUMMARY OF GRANT APPLICATION, OEO FORM 301

Item 1. Type of Application—check "new."

Item 2. Name of OEO Project Manager—to be provided by CSA Regional Office.

Item 3. Name of Applicant Agency—enter the name of the applicant, the name of the primary organizational unit which will undertake the grant supported activity.

Item 4. Address—enter the complete address of the applicant.

Item 5. Applicant Agency Program Manager—enter the name of person(s) directly assigned to this project.

Item 6. Telephone Number of Program Manager—enter the telephone number of person(s) directly assigned to this project.

Item 7. Political Jurisdiction in Which OEO Funded Activities Will Take Place:

a. Counties—enter the counties to be served by this project. If the applicant is the state or "balance of the state," the area served may be indicated as the "balance of the state."

b. Cities—enter the cities or city to be served by the project (e.g., City of Chicago, City of Boston, etc.). If the project is serving balance of state, indicate balance of state.

c. Congressional District—enter the congressional district(s) in which the applicant is located.

Item 8. Type of Area Served by Project—check the appropriate block(s) defined in Item 8 to be served by this project.

Item 9. Total Population In Area Served—enter the total population residing in the area to be served by this project.

Item 10. Type of Agency—"not applicable for this project."

Item 11. Internal Revenue Services Employer Identification Number—enter the employer identification number assigned by the U.S. Internal Revenue Service.

Item 12. Applicant Type—check the appropriate block in which the applicant is located (e.g., city government, county government, (etc.); check other if applicant type is not shown in Item 12 and specify type of applicant.

Item 13. Applicant Function—check the most applicable block(s). Check "other" if applicant function is not defined in Item 13 and specify function of applicant.

Item 14. Will the Administration of Any Part of the Work Program be Delegated to Another Agency?—check the appropriate block. If "yes" applicant must submit the required form shown in Item 14.

Item 15. Funding Period For Which Funds Are Requested:

a. Beginning Date—enter the approximate date the project is expected to begin.

b. Ending Date—enter the approximate date the project is expected to end. (All projects will terminate by September 30, 1976).

Item 16. Total Requested Budget Per OEO Form 325:

a. OEO Federal—enter the amount allocated by the Director. CSA Regional Director will provide eligible applicants the amount allocated by the Director.

b. Non-Federal—not applicable.

Section III. Former Office of Economic Opportunity Employees—not applicable.

Sections IV–VII. These Sections are applicable and binding by the applicant on the signature of the chief elected official or the authorized representative of the applicant agency.

The following special instructions for completing the remaining forms are set forth only in those cases where data required is not considered to be self-explanatory.

BUDGET SUMMARY, OEO FORM 325

Item 3A. Grant No.—this number to be entered by the CSA Regional Office.

Item 3C. Program Account Title and No.—to be provided by CSA Regional Office.

Section I. Budget Summary—eligible applicants will complete Column C only. Column C corresponds with Columns A (Cost Category No.) and B (Cost Category). Enter the estimated expenditures in Columns C.1 (OEO Federal) and C.2 (Non-Federal), based upon the amount of funds allocated by the Director in each applicable cost category. Total for Column C.1 should agree with the amount allocated the applicant. Column C.2—not applicable.

Section II. Estimated Future Costs—not applicable.

Budget Support Sheet, Part I (Salaries and Wages) and Part II (Budget Support Data), OEO Form 325a.

Part I. Salaries and Wages (Itemization of Cost Category No. 1.1)—enter the appropriate data as specified based upon the amount allocated (e.g., estimate expenditures in support of this project).

Part II. Budget Support Date (Itemization of Cost Categories Other Than Salaries and Wages. Show Subtotal for Each Cost Category)—enter the estimated expenditures for each item as specified.

CHECKPOINT PROCEDURE FOR COORDINATION, OEO FORM 394

This form is to be used to solicit comments from the Community Action Agency in the jurisdiction in which the applicant agency is located.

APPENDIX D

Bond coverage of officials. Prior to the release of funds to any grantee, public or private, for the first initial grant, OEO must receive written assurance that arrangements have been made for appropriate bonding of grantee officials. This assurance may either take the form of a statement that no bond is needed (in line with the conditions noted below) or it may consist of a letter from a bonding company or agent stating the type of bond, amount and period of coverage, positions covered, and the annual cost of the bond that has been obtained.

A bond does not need to be provided by a grantee, public or private, if funds are to be deposited in a public treasury and disbursed and audited by local or State public officials who normally perform these duties. In this case, the financial role of the officials of the grantee agency must be limited to making withdrawals from the Federal Reserve System for deposit in the public treasury and certifying appropriate expenditures for disbursement. Nor does a grantee which is a public agency need to provide a new bond if all employees who are authorized to sign or countersign checks on the grantee's commercial bank account or to disburse cash are already bonded, in an amount consistent with local requirements and practices.

In all other situations, grantees—whether public or private agencies—must takes steps to secure fidelity bond coverage in line with the following guides:

(1) Coverage should be secured in the aggregate amount of $25,000 for persons authorized to sign or countersign checks or to to disburse sizeable amounts of cash (such as for payrolls). Persons who handle only petty cash need not be bonded. Nor is it necessary to bond officials who are authorized to sign Payment Vouchers, but who are not authorized to sign or countersign checks or to disburse cash.

(2) Grantees normally should obtain a 3 year bond, payable annually, with an option to cancel in the event the program terminates before three years. Such terms are available from the most surety companies.

(3) Grantees are responsible for assuring that appropriate officials of delegate agencies are bonded. Existing bond coverage on officials of delegate agencies which are public agencies shall be considered acceptable. Coverage for officials of delegate agencies which are private organizations shall be equal to the average of funds to be expended each month (up to an aggregate amount of $25,000.) If a delegate agency will expend less than $1,000 per month in program funds, on the average, bond coverage is not required.

(4) Copies of bonds secured by the grantee and by delegate agencies should be filed by the grantee and need not be submitted to OEO.

APPENDIX E

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City Hall, E. Eleventh Street
Chattanooga, Tennessee 37402

Honorable Wyeth Chandler
Mayor, City of Memphis
Memphis-Shelby Manpower Consortium
Room 308, 125 N. Main Street
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Honorable Don Moore
Judge, Hamilton County
201 Courthouse
Chattanooga, Tennessee 37402

Honorable Randell L. Tyree
Mayor, City of Knoxville
Knoxville/Knox County Manpower Consortium
City Hall, City Hall Park
Knoxville, Tennessee 37902

Honorable Richard H. Fulton
Mayor
Metropolitan Government of Nashville/Davidson County
107 Metropolitan Courthouse
Nashville, Tennessee 37201

Honorable Lon V. Boyd
Judge, Sullivan County
P.O. Box 155
Blountville, Tennessee 37617

REGION V

Mr. Wesley M. Schwengel
Chairman
Champaign County Board
County Office Building
Urbana, Illinois 61801

Honorable Richard J. Daley
City Hall
121 N. La Salle Street
Chicago, Illinois 60602

Mr. George W. Dunne
President
Cook County Board
118 North Clark Street
Chicago, Illinois 60602

Mr. Gerald R. Weeks
Chairman
Du Page County Board
421 N. County Farm Road
Wheaton, Illinois 60187

Mr. William E. Mason
Mayor
City of E. St. Louis
City Hall, No. 7 Collinsville Avenue
East St. Louis, Illinois 62201

Mr. Phillip B. Elfstrom
Chairman
Kane County Board
719 S. Batavia Avenue
Geneva, Illinois 60134

Mr. John Balen
Chairman
Lake County Board
Administration Building
Waukegan, Illinois 60085

Mr. Edward Lambert
Chairman of the Board
County Courthouse
Ottawa, Illinois 61350

Mr. Bennett Bradley, Jr.
Chairman
Macon County Board
253 E. Wood, Room 506-A
Decatur, Illinois 62523

Mr. Nelson Hagnauer
Chairman
Madison County Board
County Courthouse
Edwardsville, Illinois 62025

Mr. Walter J. Dean
Chairman
McHenry County Board
Mallenry Co. Courthouse
Woodstock, Illinois 60098

Mr. Jake Ringger
County Board Chairman
McLean County
303 Courthouse
Bloomington, Illinois 61701

Honorable Richard E. Carver
City Hall
419 Fulton Street
Peoria, Illinois 61602

Honorable Robert W. McGaw
City Hall
425 E. State Street
Rockford, Illinois 61104

Mr. Marcel De Jaegher
Chairman
Rock Island Co. Board
1504 Third Avenue
Rock Island, Illinois 61201

Mr. Paul Bitschenauer
Chairman
Sangamon County Board
Room 301, County Building
Springfield, Illinois 62701

Mr. C. E. Farris, Chairman
Alexander County Board of Commissioners
2000 Washington Avenue
Cairo, Illinois 62914

Mr. Lawrence King, Chairman
Johnson County Board of Commissioners
Johnson County Courthouse
Vienna, Illinois 62995

Mr. John W. Taylor, Chairman
Massac County Board of Commissioners
Massac County Courthouse
Metropolis, Illinois 62960

Mr. A. M. Huddleston, Chairman
Pulaski County Board of Commissioners
Pulaski County Courthouse
Mound City, Illinois 62963

Honorable Daniel P. Walker
Governor, State of Illinois
State Office Building
Springfield, Illinois 62706

Mr. Victor Canty, Chairman
St. Clair County Board
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Suite 204
Belleville, Illinois 62220

Mr. Jack Cranwill
Chairman
Tazswell County Board
Pelvin, Illinois 61554

Mr. Ted Grabavoy
Chairman
Will County Board
Will County Courthouse
Joliet, Illinois 60431

Honorable Otis R. Bowen, MD
Governor of Indiana
State Capitol Building
Indianapolis, Indiana 46204

Mr. John Isonbarger
President
Delaware County Board of Commissioners
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Muncie, Indiana 47305

Mr. Hal Doriot, President
Attn: Thomas Ramberger
Elkhart County Commissioners
County Courts Building
315 South Second Street
Elkhart, Indiana 46514

Mayor Russell G. Lloyd
Chairman
S. W. Indiana Manpower
Consortium, Room 219
Administration Building
Civic Center Complex
Evansville, Indiana 47708

Honorable Robert Armstrong
Mayor of Fort Wayne
Mayor's Office
City-County Building
One Main Street
Fort Wayne, Indiana 46802

Honorable Richard G. Hatcher
Mayor of Gary
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Gary, Indiana 46402

Honorable Edward J. Raskosky
Mayor, City of Hammond
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Hammond, Indiana 46320

Honorable William H. Hudnut
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2293 North Main Street
Crown Point, Indiana 46307

Mr. Richard O. Knoll
President
La Porte County Commissioners
Circuit Courthouse
La Porte, Indiana 46016

Mr. George Baker, President
Madison County Commissioners
16 East 9th Street
Madison County Government Center
Anderson, Indiana 46016

Honorable Peter J. Nemeth
Mayor, City of South Bend
City-County Building
227 West Jefferson Street
South Bend, Indiana 46601

Mr. Richard Larrison
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Room 720, County-City Building
227 West Jefferson Street
South Bend, Indiana 46601

Mr. Bruce Osborn, President
Tippecanoe County Board of Commissioners
Tippecanoe County Commissioners Courthouse
Lafayette, Indiana 47902

Mr. John Scott, President
Vigo County Board of Commissioners
Room 25, Vigo County
Courthouse
Terre Haute, Indiana 47807

Honorable Albert Wheeler, Mayor
City of Ann Arbor
100 North Fifth Avenue
Ann Arbor, Michigan 48108

Honorable William G. Milliken
Governor
State of Michigan
Capitol Building
Lansing, Michigan 48905

Mr. Louis L. Neal, Chairperson
Bay County Board of Commissioners
Bay County Building
Bay City, Michigan 48706

Honorable James Rutherford, Mayor
City of Flint
1101 South Saginaw Street
Flint, Michigan 48502

Honorable Abe L. Drasin, Mayor
City of Grand Rapids
300 Monroe Avenue, N.W.
Grand Rapids, Michigan 49502

Mr. Donald Mitchell, Commissioner
Lenawee County Drain Commission
County Building
Adrian, Michigan 49221

Mr. Ronald Bushouse, Chairperson
Kalamazoo County Board of Commissioners
227 West Michigan Avenue
Kalamazoo, Michigan 49006

Mr. Donald C. Gilson, Chairperson
Tri-County Administration Board
601 South Oakland
St. James, Michigan 48810

Honorable Edward H. McNamara, Mayor
City of Livonia
33001 Five Mile Road
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Mr. Robert A. VerKuilen, Chairperson
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Macomb County Courthouse, 2nd Floor
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Mr. Leslie H. Fisher, Chairperson
Berrien County Board of Commissioners
Berrien County Courthouse
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St. Joseph, Michigan 49085

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Calhoun County Board of Commissioners
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Honorable Orville L. Hubbard, Mayor
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13615 Michigan Avenue
Dearborn, Michigan 48126

Honorable Coleman A. Young, Mayor
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Mr. Edmund Blue, Chairperson
Lapeer County Board of Commissioners
County Courthouse
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Mr. Clarence Hasselbring, Chairperson
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106 East Front Street
Monroe, Michigan 48161

Mr. Herman Ivory, Chairperson
Muskegon County Board of Commissioners
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Muskegon, Michigan 49440

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Pontiac, Michigan 48053

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Ottawa County Board of Commissioners
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Mr. Benjamin Schrader, Chairperson
Saginaw County Board of Commissioners
Saginaw County Courthouse
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Mr. James A. Docherty, Chairperson
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Honorable Ted Bates, Mayor
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Honorable Lawrence D. Cohen, Mayor
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Mr. Gerald Hollenkamp, Chairman
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Duluth, Minnesota 55802

Mr. Thomas Olson
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Mr. John Finley, Chairman
Board of Commissioners
Ramsey County Courthouse
St. Paul, Minnesota 55102

Mr. Edward Hoff, Chairman
St. Louis County Courthouse
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Honorable Tom Moody
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Greene County Board of Commissioners
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Mr. Donald D. Hill, President
Licking County Board of Commissioners
Licking County Courthouse
Newark, Ohio 43055

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Board of County Administrators
County Administration Building
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Dayton, Ohio 45402

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Honorable James A. Rhodes
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Madison, Wisconsin 53709

Mr. Gordon Gunderson, Chairman
Marathon County Board
Marathon County Courthouse
Wausau, Wisconsin 54401

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Office of County Executive
Outagamie County Courthouse
Appleton, Wisconsin 54911

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Board Chairman
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515 W. Moreland Blvd.
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Mr. Orrin King, Executive
Winnebago County Courthouse
Oshkosh, Wisconsin 53186

Mr. Patrick J. Lucey, Governor
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REGION VI

Honorable David Pryor
Governor of Arkansas
State Capitol
Little Rock, Arkansas 72201

Mr. Carleton E. McMullin
City Manager
City of Little Rock
City Hall
Little Rock, Arkansas 72201

Mr. David Davies
City Manager
City of Texarkana, Arkansas
108 State Line
Texarkana, Arkansas 75501

Honorable Edwin Edwards
Governor
State of Louisiana
State Capitol
Baton Rouge, Louisiana 70804

Honorable W. W. Dumas
Mayor and President
City of Baton Rouge/E. Baton Rouge Parish
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Mr. Fred Godwin
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Calcasieu Parish Police Jury
P.O. Box 1583
Lake Charles, Louisiana 70601

REGION VI

Mr. Thomas F. Donelon, President
Jefferson Parish
P.O. Box 9, Gretna Courthouse
Gretna, Louisiana 70053

Mr. Walter Comeaux, Jr., President
Lafayete Parish Police Jury
Lafayette Courthouse
Layfayete, Louisiana 70501

Honorable Moon Landrieu
Mayor, City of New Orleans
1300 Perdido Street
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Mr. Huey Lenard, President
Ouachita Parish Police Jury
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Mr. L. B. Henry, President
Rapides Parish Policy Jury
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Alexandria, Louisiana 71301

Honorable L. Calhoun Allen
Mayor, City of Shreveport
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Honorable Jerry Apodaca
Governor of New Mexico
Executive Legislative Bldg.
Santa Fe, New Mexico 87501

Honorable Harry Kinney
Mayor, City of Albuquerque
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Albuquerque, New Mexico 87101

Honorable Robert J. LaFortune
Mayor of Tulsa
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Mr. Frank White, Chairman
Comanche County Board of Commissioners
Room 303, County Courthouse
Lawton, Oklahoma 73501

Honorable David L. Boren
Governor, State of Oklahoma
State Capitol Station
Oklahoma City, Oklahoma 73105

Honorable Patience Latting
Mayor, City of Oklahoma City
200 North Walker
Oklahoma City, Oklahoma 73102

Mr. Frank T. Lynch, Chairman
Oklahoma County Commissioners
119 County Courthouse
Oklahoma City, Oklahoma 73102

Honorable Lila Cockrell
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San Antonio, Texas 78285

Honorable R. A. (Ray) Ramon
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City Manager
City of Austin
Municipal Building
124 W. 8th Street
Austin, Texas 78767

Honorable Harold F. Harris
County Judge
Bell County Courthouse
Belton, Texas 76513

Honorable Don Henderson
Mayor, City of El Paso
500 E. San Antonio
El Paso, Texas 79901

Honorable Udell Moore
County Judge of El Paso
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Honorable Wes Wise
Mayor, City of Dallas
City Hall
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Honorable Fred Hofheinz
Mayor, City of Houston
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Honorable Jason Luby
Mayor, City of Corpus Christi
and Chairperson,
Costal Bend Manpower Consortium Executive Board
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Corpus Christi, Texas 78408

Honorable John Whittington
County Judge
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Dallas, Texas 75202

Honorable Ramiro Guerra
Judge, Hidalgo County
Hidalgo County Courthouse
Edinburg, Texas 78539

Honorable Dolph Briscoe
Governor
Capitol Station
Austin, Texas 78711

Honorable Ray Holbrook
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201 County Courthouse
Galveston, Texas 77550

Honorable Jon Lindsay
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Family Law Center
1115 Congress Street
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President, Houston-Galveston Area Council
Gulf Coast Manpower Consortium
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Houston, Texas 77027

Honorable Calvin Ashley
County Judge
Wichita County Courthouse
Wichita Falls, Texas 76309

Honorable Bob L. Thomas
County Judge
County Courthouse
Waco, Texas 76701

Mr. Howard McDaniel
City Manager
City of Beaumont
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Honorable Mike Moncrief
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Tarrant County
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100 W. Weatherford
Fort Worth, Texas 76102

Honorable Dolph Briscoe
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Austin, Texas 78711

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Executive Director
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Amarillo, Texas 79105

Honorable Alberto A. Santos
Judge, Webb County
Webb County Courthouse
Laredo, Texas 78040

Honorable Robert D. Ray
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State Capitol
Des Moines, Iowa 50319

Ms. Lynn Cutler
Chairperson
Black Hawk County Courthouse
Waterloo, Iowa 50701

Mr. Terry Smith
Executive Director
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104½ East Locust
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Honorable Donald T. Canney
Mayor of Cedar Rapids
City Hall
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Mr. George R. Thuenen, Chairman
Scott County Board of Supervisors
Scott County Courthouse
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Honorable Robert F. Bennett
Governor of Kansas
State Capitol Bldg.
Topeka, Kansas 66612

Honorable Jack Reardon
Mayor of Kansas City
Number One Civic Plaza Bldg.
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Mr. William B. Springer, Chairman
Johnson County Board of Commissioners
Johnson County Courthouse
Santa Fe and Kansas
Olathe, Kansas 66061

Honorable Bill McCormick
Mayor of Topeka
215 E. 7th Street
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REGION VII

Honorable Connie Peters
Mayor of Wichita
204 S. Main Street
Wichita, Kansas 67202

Mr. Michael White
County Executive
Jackson County Court
415 E. 12th Street
Kansas City, Missouri 64106

Honorable Walter N. Steinburk
Presiding Judge
Jefferson County Court
P.O. Box 362
Hillsboro, Missouri 63050

Honorable Hugh N. McCane
Presiding Judge
Franklin County
Union, Missouri 63084

Honorable Charles B. Wheeler, Jr.
Mayor of Kansas City
414 East 12th Street
Kansas City, Missouri 64106

Honorable Charles Schwendimann
Presiding Judge
St. Charles County Court
118. N. 2nd Street
St. Charles, Missouri 63301

Honorable John H. Poelker
Mayor of St. Louis City
12th & Market Street
St. Louis, Missouri

Mr. Gene McNary, Supervisor
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Honorable Christopher Bond
Governor of Missouri
State Capitol Building
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Honorable Helen Boosalis
Mayor of Lincoln
555 South 10 Street
Lincoln, Nebraska 68508

Honorable Edward Zorinsky
Omaha/Douglas Civic Center
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Omaha, Nebraska 68102

REGION VIII

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Chairman, Adams County Board of County Commissioners
Fourth & Bridge Streets
Brighton, Colorado 80601

Mr. John J. Nicholl
Chairman, Arapahoe County Commissioners
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Mr. Jack Murphy
Chairman, Board of Boulder County Commissioners
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Honorable William H. McNichols, Jr.
Mayor, City and County of Denver
City and County Building
Denver, Colorado 80203

Honorable Richard D. Lamm
Governor, State of Colorado
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Denver, Colorado 80203

Honorable Lawrence Ochs
Mayor, City of Colorado Springs
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Mr. Jack Vaeth
Chairman, County Commissioners
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Colorado Springs, Colorado 80903

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Chairman, Board of County Commissioners
1700 Arapahoe Street
Golden, Colorado 80401

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Chairman, Larimer County Commissioners
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Chairman, Pueblo County Commissioners
Pueblo County Courthouse
Pueblo, Colorado 81001

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Chairman, Board of County Commissioners
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Chairman
Dear Lodge County Commissioners
Anaconda, Montana 59711

Honorable Thomas L. Judge
Governor, State of Montana

Helena, Montana 59601
Capitol Building
Honorable Arthur A. Link
Governor
State of North Dakota
Bismarck, North Dakota 58505

Honorable Richard Kniep
Governor
State of South Dakota
Joe Foss Building
Pierre, South Dakota 57501

Honorable Calvin L. Rampton
Governor
State of Utah
State Capitol
Salt Lake City, Utah 84114

Honorable Edward Herschler
Governor, State of Wyoming
State Capitol Building
Cheyenne, Wyoming 82001

REGION IX

Honorable Raul M. Castro
Governor of Arizona
State House
Phoenix, Arizona 85717

Honorable Timothy A. Barrow
Mayor Phoenix
251 West Washington Street
Phoenix, Arizona 85003

Honorable Robert Stark
Chairman, Board of Supervisors
Maricopa County
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Phoenix, Arizona 85003

Honorable Lewis C. Murphy
Mayor of Tucson
P.O. Box 5547
Tucson, Arizona 85703

Honorable Joseph Castillo
Chairman, Board of Supervisors
Pima County
Government Center
Tucson, Arizona 85703

Honorable Dan Eckstrom
Mayor, City of South Tucson
City Hall
South Tucson, Arizona 85805

Honorable Edmund G. Brown
Governor
800 Capitol Mall
Sacramento, California 95814

Ms. Ilene Weinreb, Chairperson
Board of Supervisors
22738 Mission Boulevard
Hayward, California 94541

Mr. Ward Cameron, Chairman
Board of Supervisors
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Mr. James Kenny
Chairman, Board of Supervisors
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Mr. Raoul Muguia, Chairman
Board of Supervisors
825 Fifth Street
Eureka, California

Mr. Herman "Red" Sperber, Chairman
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Courthouse
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Mr. Baxter Ward, Chairman
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Mr. Gary Giacomini, Chairman
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Honorable Tom Bradley, Mayor
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Honorable John H. Reading, Mayor
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Honorable Mortemer J. Matthews
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Mr. Gary Patton, Chairman
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701 Ocean Street
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Mr. Frank Frost
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Mr. Richard Brann, Chairman
Board of Supervisors
Solano Courthouse
Fairfield, California 95401

Mr. Robert Theiller, Chairman
Board of Supervisors
2555 Mendicino
Santa Rosa, California 95401

Mr. James Franzen, Chairman
Board of Supervisors
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Mr. Ralph R. Bennett, Chairman
Board of Supervisors
Ventura County
652 East Main Street
Ventura, California 93001

Honorable Warren Widener
Mayor
2134 Grove
Berkeley, California 94704

Honorable Gary Fernedez, Mayor
City Hall Plaza
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Honorable George R. Moscone
Mayor
City Hall, Room 200
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City Manager
City Hall
Stockton, California 95202

Mr. C. E. Dixon
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Honorable Donald Koreski
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Mr. Jack Walsh, Supervisor
Chairman, County of San Diego
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San Diego, California 92101

Mr. Daniel McCorqudale, Chairman
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San Jose, California

Mr. Robert E. Harrell, Chairman
Board of Supervisors
Tulare/Kings Counties Comprehensive Manpower Agency
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Honorable Richardo J. Cordallo
Governor of Guam
Executive Chambers
Agana, Guam 96910

Honorable Herbert T. Matayoshi
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Chairman, Consortium Board
Hilo, Hawaii 96720

Honorable Mike O'Callaghan
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Honorable William H. Driere
Mayor of Las Vegas
City Hall
Las Vegas, Nevada 89101

Honorable Jack R. Pettitti
Chairman, Clark County Board of Commissioners
City Hall
Las Vegas, Nevada 89101

Mr. Dick Scott
Chairman, Washoe County Board of Commissioners
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Honorable Edward E. Johnston
High Commissioner
Trust Territory of the Pacific Islands
Saipan, Mariana Islands 98950

Honorable Earl B. Ruth
Governor
Government of American Samoa
Pago Pago, American Samoa 96799

REGION X

Honorable Jay S. Hammond
Governor
Office of the Governor
Pouch AG
Juneau, Alaska 99811

Honorable George M. Sullivan
Mayor
Municipality of Anchorage
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Courthouse, Main & Oakdale
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Mr. George Calvert
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CODE OF FEDERAL REGULATIONS

(Revised as of January 1, 1976)

Title 4—Accounts	$3.20
Title 9—Animals and Animal Products	6.80
Title 10—Energy (Parts 0–199)	4.60

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